

Performance Review Administration Checklist

- Be Prepared** – know the objectives and goals of the meeting
- Time and Place** – choose a quiet, private spot with as few interruptions as possible
- Conducting the Meeting**
 - Create a positive environment and help the employee feel at ease
 - Review key duties and expectations
 - Give balanced feedback on the performance of the stated duties, both positive and negative, but start with the positive
 - Focus on the job, not on the person
 - Ask questions, and allow the employee to provide feedback
 - When discussing areas for improvement, discuss methods and objectives for improving
 - Discuss possibilities for professional development along with the employee's aspirations
- Conclusion**
 - Summarize and review the important points of the discussion, including any revisions to the key duties
 - Restate the action steps that have been recommended and provide a time frame for completion
 - Make sure employee reviews the appraisal and provides comments
 - Have employee sign the review to acknowledge that he/she has read it (does not signify agreement with the content)
- Follow-Up**
 - Follow-up with the employee to see how plans are proceeding within the given timeframe
 - Offer the employee assistance in achieving objectives and encourage discussion of successes and obstacles